



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

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| TITLE: | ACCOMMODATIONS AT DIVISION SPONSORED SOCIAL FUNCTIONS | POLICY 8.03 |
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Authority: Americans With Disabilities Act of 1990 (PL101-336)
DSHS Administrative Policies 7.00, 7.02, 14.10
Executive Order 93-03

PURPOSE

This policy sets forth provisions for ensuring that all official Division of Developmental Disabilities (DDD) social functions are accessible to persons with disabilities.

SCOPE

This policy applies to all employees, of DDD within all the programs. This policy applies to all DDD official social functions regardless of hour or location.

POLICY

Consistent with equal access for persons with disabilities, DDD shall hold all social functions in barrier-free settings. Employees of DDD who require workplace accommodations shall receive necessary accommodations, at no cost to the employee, at all DDD official social functions.

DEFINITIONS

- A. “**Official social functions**” are gathering of a non-business nature (i.e., retirement parties, going away parties, holiday parties) for employees which meet any or all of the following criteria;:
1. Are funded in whole or in part by DDD;

2. Supplies, services, or equipment used at the function are either owned or paid for by DDD;
3. When event announcements (invitations, posters, or fliers) display the acronym or name of DSHS, DDD or that of any regional office, institution, nursing home or out-station, or unit thereof; or
4. Announcements are posted in a state-owned or leased facility.

PROCEDURES

- A. The Director shall be responsible for adherence to this policy.
- B. Each manager who has a specific policy manual developed for that work unit shall ensure the Policy 8.03 is reflected in the work unit's policy manual. Each manager will ensure that procedures are developed to assure necessary compliance with the intent of this policy.

SUPERSESSION

None.

Approved: /s/ Norm Davis Date: 2/14/1994
Director, Division of Developmental Disabilities